



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 3, 2008

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "WTF", followed by a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FEASIBILITY OF ALTERNATIVE WORK SCHEDULE

On June 10, 2008, on motion of Supervisor Don Knabe, the Board instructed the Chief Executive Office to report back with options to update the County's current telecommuting policies and/or other recommendations which can decrease transportation costs for our employees while preserving public access to County services. The Board's instruction noted the increasing price of gas, currently nearing \$5 per gallon, and the increasing difficulty of employees to pay for transportation costs to drive to work.

An update on the County's telecommuting policies, now referred to as "telework", is being provided under separate cover. However, in response to this instruction, our Office is also reviewing the use of the 4/40 alternate work schedule within County departments. The objectives of this review are to address transportation costs for our employees and to generate savings to the County through conservation of energy and other resources.

We are requesting your assistance by providing our Office with your responses to the following questions.

- Does your department currently offer 4/40 as an alternate work schedule to your employees? If so, please provide details on how it is being utilized.
- Does your department have any offices that can implement a 4/40 optional synchronized work schedule without negatively impacting public access to County services?
- What would be the impact to your operation if a 4/40 work schedule was offered to employees? Please highlight any positive and negative impacts, along with possible approaches to mitigate the negative impacts, if any.
- If your department is already participating in a 4/40 synchronized work schedule with Friday office closure, please identify any savings which have been realized, such as reduced custodial, security, utility, parking management, overtime and other costs.

"To Enrich Lives Through Effective And Caring Service"

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- Does your department have any other recommendations as it relates to implementing a 4/40 alternative work schedule?

We very much appreciate your efforts and cooperation. To allow sufficient time for our Office to review and incorporate your feedback as part of the report back to the Board, **please e-mail your response to Gevork Simdjian at gsimdjian@ceo.lacounty.gov by the end of the business day on July 14, 2008.** If you have any questions, please contact Ellen Sandt at (213) 974-1186 or your staff may contact James Yun at (213) 893-2072.

WTF:ES
GS:JY:cg

c: Each Supervisor

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